



DUTY STATEMENT

Classification: Information Technology Specialist I		Position Number: 835-183-1402-002
Division/Office/Section: AFITS / IT Services Branch / Client Services & Operations		
Location: Sacramento	Effective Date: 05/01/2021	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Mark Eubanks		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION

Under the general supervision of the Information Technology Supervisor II, who manages Client Services & Operations, the incumbent acts as a functional lead and project manager for the most complex IT procurement and contracting projects and budget analysis and will perform full journey level technical duties of an Information Technology Specialist I. As such, provide recommendations and process complex IT procurement and contracts associated with IT procurement and contracting for the Department of Resources, Recycling, and Recovery (CalRecycle) EDP, following all prescribed guidelines, policies, and procedures set forth by the various control agencies.

The duties of this position primarily fall under the Business Technology Management and Client Services domains.

ESSENTIAL FUNCTIONS

- 45%** Perform complex purchasing and contracting of all information technology equipment, supplies, and services in connection with IT systems, multifunction office automation systems, and network equipment. Maintain and tracking of the IT inventory list. The incumbent will analyze and evaluate IT-related procurement requests for commodities and services for consistency with the current platform and/or methodologies used by CalRecycle IT and determine appropriate purchase methods and will solicit bids/offers when applicable and award purchase orders/contracts in accordance with the IT Delegated Purchasing Authority and State Contracting Manual. The incumbent will work closely with control agencies such as the Department of Technology and Department of General Services Procurement Division. Collaborate with program staff of various levels on IT procurement/contracting projects; prepare necessary documents such as IT Cost Report, IT Security cost breakout, Feasibility Study Reports, Requests for Proposals, Statements of Work, work plans, etc. The incumbent will manage the IT procurements and service contracts to ensure the end-product or service is delivered on schedule and within the scope and established budget. Maintain purchasing database. IT Contract Management Oversight and reporting within the IT budget reports. The incumbent will conduct monthly meetings to review the IT Budget and ongoing activities and tracking of requests and renewals.
- 30%** Maintain the IT budget and provide funding recommendations to management, assess the availability of funds for procurements and services, and report the availability of funds regularly. Ensure that all reporting requirements for FI\$Cal, and CalRecycle are met. IT Asset Tracking Process and Procedures, Help Center Assistance as needed, maintain IT Budget (ACI, DSP, contracts), IT procurement with the coordination of Vendor Hosted Subscription Services (VHSS) to CDT and DGS oversight, seek out vendor quotes, and propose offers to management. Create and review BCP proposals and prepare for submissions. Tracking and assignment of Call Center tickets and generation of Help Center report as requested.
- 15%** Participate in teams in support of information technology customer service projects including, but not limited to system software and hardware upgrades, component or peripheral upgrades/replacements, and large-scale relocations. Coordinate budget process and procedures with the department budget office, IT Budget and generates the IT Cost Report for Agency and CDT, as well as Agency Shared Services cost estimates and reporting, IT Contract Management, and oversight reporting. Some of the POAM audit findings require

this level of tracking and reporting. Work to resolve any audit POAM findings related to IT Services. Address POAM audit finding related to IT Services related to the duties. POAM audit findings require this level of tracking and reporting.

MARGINAL FUNCTIONS

- 5% Provide written and verbal status and activity reports including procedures for procurement administration.
- 5% Assure that knowledge, skills, and technical competencies are kept up to date through training, research, and self-study.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation: Employee Signature:	Date:
I certify that the above accurately represent the duties of the position: Supervisor Signature:	Date:
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code. Disclosure category 8
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: Communicate with customers, peers, and management.
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper, make cable connections, manipulate small computer parts, etc.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
- ☐ **LIFTING** – You must be able to lift up to xx pounds to perform the following duties:
- ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on detailed coding tasks; problem solving and troubleshooting; technical writing; listening to customers, peers, and management; online learning, etc.
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date